

# COLUMBIA TOWNSHIP

## TOWN HALL RENTAL RELEASE

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Between Columbia Township and \_\_\_\_\_  
(Group/Individual Name)

Regarding the rental for personal use of the Columbia Town Hall.

- A. Lessor shall not be liable for any personal injury or property damage occurring on or to the demised premises or to any persons thereon resulting from (1) a loss of property by theft or burglary, (2) accidental damage to person or property on or about the premises from the use of any utility on the premises, (3) any damage caused by action of the natural elements, or (4) damage or injury resulting from the conduct of the employees of lessee, whether negligent or otherwise. Lessee shall not make any claim against lessor for any loss or damage described herein.
- B. Lessee shall be responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages caused by the above circumstances, and if the injury was not insured against, lessee shall repair the demised premises or replace or repair property thereon as the sole expense of lessee.
- C. Lessor shall not be liable in any manner for any loss, injury, or damage incurred by lessee from acts of theft, burglary, or vandalism committed by either identified or unidentified parties.
- D. Lessor shall not be liable to lessee, or the agents, employees, customers, patrons, visitor, or guests of lessee for any injury or death occurring in or about the demised premises or the sidewalks or alleys adjoining the premises, and lessee shall indemnify lessor against all claims by any agents, employees, customers, patrons, visitors, or guests of lessee.
- E. Lessor shall be liable for loss, damage, or injury resulting from structural defects of the building on the demised premises if the structural defects are not caused by the negligence of lessee and lessee shall not be obligated to indemnify lessor with respect thereto.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Lessee/Group Representative)

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
(Columbia Township Witness)

# COLUMBIA TOWNSHIP

## TOWN HALL RENTAL RELEASE

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Person/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Beginning: \_\_\_\_\_ End: \_\_\_\_\_

Lower Level: ☐ Upper Level: ☐ Rental Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_

Columbia Township reserves the right to deny use of Township Facilities to groups who fail to comply with the rules and regulations set forth. It is understood that the individual, group or organization using the Town Hall will comply with the laws of the State of Ohio, the Township of Columbia and all rules and regulations set forth by Columbia Township.

### THE RENTER AGREES:

1. To be responsible for all persons in the group or organizations using the facility.
2. To assume liability for any damage done to the facility.
3. To the following rental charges:
  - A. Non-Profit Community Youth Organizations (membership must be 80% Columbia residents) - no charge. In kind service to the Township is expected.
  - B. Non-Profit Community Adult Organizations (membership must be 80% Columbia residents) - no charge.
  - C. All other rentals - Town Hall is rented to Columbia Residents only. Rental of the lower level requires a \$50.00 rental fee; rental of the upper and lower level requires a \$200 rental fee. A \$50.00 deposit is required for all rentals. Deposit will be returned to the contract signer less costs for any damages incurred or for cost for any additional cleanup following inspection of the premises.
4. To comply with the following regulations:
  - A. No alcohol, smoking and gambling permitted.
  - B. No rummage sales, auctions, swap shops, etc.
  - C. The maximum rental period is 6 hours; no Sunday rentals before 12:00 noon.
  - D. Hall accommodation is limited to 60 people for the lower level. Hall accommodation for both levels is 75 people.
  - E. Parking is permitted in the Columbia Baptist Church lot.
  - F. Food is to be brought in already prepared. The kitchen is for reheating only.
5. To vacate the premises at the scheduled time.
6. To accept the premises in its present condition and return it in the like condition.
7. The Lorain County Sheriff has authority to enter the Town Hall at any time to check for violations.

Make two checks, one for the deposit and one for the rental, payable to Columbia Township. Payment must be received two weeks prior to the scheduled reservation or this agreement will be canceled. This form must be signed by the applicant only and any payment deemed refundable will be returned to the applicant. Both the rental fee and deposit will be refunded if cancellations are made prior to two weeks before the scheduled reservation. For cancellations made less than two weeks before the reservation, the rental fee will be forfeited.

**I have read, understand, and agree to abide by the terms of the above agreement.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Township Representative